

Oregon Department of Transportation

# Enhance Proposal Form

2018-2021 Statewide Transportation Improvement Program

August, 2015

## ENHANCE PROPOSAL FORM

**Introduction**

**Updated August, 2015:** The proposal form and guidance for both proposers and reviewers reflect the direction provided by the Transportation Commission as to the programming of funds for the STIP. Given the condition of the system, the majority of funds are going to preserving the existing system, including Fix-It funds for Transit, ADA ramps and to leverage funds to improve already planned Fix-It projects. The \$30 million Enhance program for years 2019-2021 is now for non-highway projects. A link to the staff memo to the OTC is provided which outlines the steps that the OTC took in order to reach their decisions.

<http://www.oregon.gov/ODOT/TD/STIP/Apply/OTCStaffReport.pdf>

As part of the OTC decision, \$30 million was allocated for Enhance Non-Highway. Those are the funds that will use this proposal and the related guidance documents. These projects may be on or off the state system, proposed projects will need to be consistent with state and local plans, and the proposers will be required to provide the matching funds. The \$30 million will be allocated to the Regions using the Region equity formula. So the changes to this document are to be clear that roadway modernization projects (pavement, bridge, or new road construction) are no longer eligible.

The agency is seeking input from its partners in the development of the Statewide Transportation Improvement Program (STIP). This input is being sought to help identify what projects are needed to move people and goods through the transportation system. This proposal form should not be completed until after the pre-proposal consultation with ODOT Region staff. Discussions with ODOT and any additional assistance the agency provides will be needed to successfully complete the proposal. Pre proposal consultation begins by providing responses to the Transportation Needs Statement (Item 2) and Project Description (Item 3) to ODOT Region staff. No additional work on the proposal form should be completed until after discussions with the appropriate ODOT Region staff. The information found in the websites below should be reviewed prior to discussion with ODOT staff.

ODOT will also complete this form for proposed Enhance projects on the state system identified by the agency as priorities. This allows for a complete list and consistent proposal information in the discussions with Area Commissions on Transportation.

For more information on the STIP as well as STIP and Enhance documents, see:

<http://www.oregon.gov/odot/td/stip/Pages/default.aspx>

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## Transportation Project Sponsors

## 1. Project Proposer

Complete the contact information for the organization applying for funds and the primary contact. The project proposer must be a public agency, such as a city, county, MPO, ODOT or other state or federal agency, tribe or special district (e.g. port or school district).

Organization Name: Josephine County - Transit Program, DBA Josephine Community Transit	
Contact Person Name: Scott Chancey	Title: Transit Program Supervisor
Street Address: 201 River Heights Way	Phone: 541-474-5441
City, State, Zip: Grants Pass, OR 97527	
E-mail: schancey@co.josephine.or.us	

## 2. Transportation Needs Statement (max 800 characters)

Provide a paragraph explaining the problem or transportation need the project will address and how the need was identified.

The transit system in Josephine County has four UZA routes and three commuter routes all stopping at the Anne Basker Auditorium. The transit system operates with a timed transfer grid system and the Anne Basker stop serves as a major point for transfers of passengers between routes. These routes are specifically timed to intersect at this stop to facilitate these transfers. At peak times there are up to five routes interacting at this stop, which is also along a state facility, Hwy 99 (6th Street). The current stop has room for two vehicles (three if the disabled parking spot is used) without pulling into the pedestrian cross walks. These connection happen twice per hour between 7:00am and 5:30pm. The proposed project will eliminate this location as a transit hub.

## 3. Project Description (max 4000 characters)

Clearly describe the work to be funded and describe what will be built, any services that will be provided, what equipment will be purchased, or project planning or environmental document efforts that will be paid for with the Requested Funds, and how the project addresses the identified transportation need. Include whether Practical Design considerations have been applied to the proposed project. Identify if the project can be completed in phases, and how the project or phase will provide a complete, useful product or service. As part of the description, identify what modes your project will serve and if applicable how it benefits freight movement.

Either in the description or in discussions with ODOT staff, keep in mind the project attribute information and the cross modal criteria. That information is found in pages 9-11 of the Guide for Completing Enhance Proposal.

The proposed project will move the current transfer point at the Anne Basker Auditorium to another location that isn't on a State Highway facility. The stop at the Anne Basker will continue to be used, but not as a transfer location for all the routes.

A new transit hub will be built along 5th street between E Street and D Street. This location is two blocks away

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from the current facility. The proposed sites is currently owned by Josephine County and the land is suited to be dedicated to this use. The new site will consist of perimeter on street parking for all transit routes. The interior of the lot will be paved for customer parking and a small customer service/driver break room building will be constructed. JCT does not currently have a customer service or driver break facility on route.

There will also be passenger amenities such as shelters, trash receptacles, lights and bicycle parking, for each individual route. Each route will have a designated spot to pull into so passengers know where to wait for each bus by route. Each spot will also be signed.

This project can be phased according to the following schedule:

- 1) construction of bus pullouts, sidewalks and passenger waiting areas
- 2) purchase and installation of all passenger amenities
- 3) paving of the interior of the lot for parking
- 4) construction of the customer service and driver break building

The project will provide for modal improvements in transit, pedestrian, bicycle, motorists and benefit freight movements. By providing for adequate space for the transit vehicles they won't be pulling into crosswalks, pulling into disabled parking spaces or blocking a through lane of traffic on this state facility. It will improve operational safety for all the mentioned modes. It will not only improve the transit facility from what it is currently, it will also improve the operational efficiency at the current location.

Transit ridership has grown by 133% since FY 2009/2010 on JCT. This rapid growth has basically overwhelmed the current location to accommodate the number of passengers needing transfers. This growth also increased the need for routes to meet on time at specific locations to allow for passengers access to other routes. These timed transfer are critical to the continued growth of the ridership as well as critical to the continue effectiveness of transit as a transportation mode. Some routes will also benefit by having direct travel to the transit hub, which will shave valuable minutes from their current run times and will further increase the attractiveness of the service.

Moving the transfer point from the Anne Basker stop will greatly improve and better facilitate transit operations. All routes will have designated and specific stops at the proposed location. At the current location there is one stop and passengers have to hurry to find the bus they are attempting to transfer to. It will also eliminate the stacking of transit vehicles into the only disable parking space, the two existing cross walks and into the adjacent through lane of traffic. If there isn't enough room for all vehicles to pull into the curb, one will routinely stay in the lane of traffic.

**4. Project Name** (max 50 characters)

Josephine Community Transit - 5th St. Transit Hub

**5. Project Estimate/Funding Share**

This table will automatically fill in after entering data in question #14.

	<b>Project Estimates</b>	<b>% of Project Estimates</b>
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	<b>Project Estimates</b>	<b>% of Project Estimates</b>
<b>Total Project Estimate</b>	\$708,023.00	100%
<b>Estimate Share of Project Not Eligible for Enhance</b>	\$0.00	0%
<b>Total Eligible Costs</b>	\$708,023.00	100%
<b>Estimated Funding Share from Sponsor(s) (10.27% Match Required)</b>	\$111,940.00	15.81%
<b>Enhance Funding Request</b>	\$596,083.00	84.19%

**6. Is this project a continuation of a previous Statewide Transportation Improvement Program (STIP) project or a project that was funded either through federal, state, or local transportation funds in the last 3 years?**

☒ Yes      ☐ No

If yes, describe the status of the previous project and include the key number of the existing STIP project, if known. (max 800 characters)

This project is in support of ongoing transit operations within the MRMPO, Josephine County and the Rogue Valley Commuter Line. This project provides for improvements to where routes converge for better facilitation of passenger transfers. It also provides for a customer service/information space for transit patrons.

**7. Does this project extend, support, or enhance an existing or planned STIP project? For example, does it provide a more complete solution for an existing project or is it intended to work with another planned project, including a "Fix-It" STIP project or MPO programmed project?**

☒ Yes      ☐ No

If yes, describe the relationship of this proposed project to the other, including planned timing of both projects, and include the key number of the existing or planned STIP project, if known. (max 800 characters)

This project provides a more complete solution to the transit vehicle, passenger, pedestrian and auto congestion at the current transit stop at the Anne Basker Auditorium location. The congestion created on 6th Street will be alleviated and traffic will flow better on this State Highway facility. The existing STIP project is ongoing transit operations within the MRMPO and includes the CMAQ funded Rogue Valley Commuter Line which connects transit services across the entire Rogue Valley.

**8. Transportation Project Location - REQUIRED**

City: Grants Pass	County: Josephine
MPO: Middle Rogue MPO	Special District:

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ODOT Region:	Region 3		
Hwy/Road Beg. MP (Road):	5th Street, between E street and D street	Hwy/Road End MP (Road):	5th Street, between E street and D street
Additional Project Location Detail:		The project mainly consists of providing on street bus pull outs along 5th Street for all JCT routes. There are currently no transit stops at this location, which is two block from the current transfer stop.	

Additional Project Location Detail: (include, as appropriate: road and milepost range, rail line and milepost range, GPS coordinates, bus route and stops, bike path or multipurpose trail locations, sidewalk locations, or other location detail).

**9. Modal Attribute Information**

Describe how the proposed project will help address connectivity and system benefits, safety and public health, and accessibility and mobility. For additional information on how to respond to these questions, please refer to the Guide for Completing Enhance Proposals (page 14-16), recognizing that all attributes may not be applicable.

**Connectivity and System Benefits:** (max 4000 characters)

The proposed project will improve the operations of the existing transit system by moving a main location for transferring passengers to one that is better suited for all modes involved. It will provide connection between all routes within the UZA as well as the commuter routes operating to the north/south ends of Josephine County as well as the Rogue Valley Commuter Line. By nature, the majority of commuter transit users are going to need a connection to a city route. Having adequate space to safely facilitate those transfers is important to the continued growth of all transit services. It also provides a structured system of locating the route to transfer to as well as having adequate space to safely board/deboard and provide for pedestrian movements.

At the current location a passenger has to get off the bus, hopefully not in the through lane of traffic, and walk down the entire line of vehicles until they identify the route they are looking for by the vehicle LED overhead sign. The proposed location will eliminate that issue by providing each route with a specific location for each route to pull into. The proposed location will also restore the functionality of Hwy 99 by eliminating the transit vehicles from stopping and waiting in the through lane of traffic. Which also improves safety for cyclist by not having to ride between a row of on-street parking as well as a transit vehicle idling in traffic.

The customer service booth and additional informational signage will increase awareness of the public transit options available for the entire Rogue Valley.

The concept of seamless, safe, convenient transfers among transit routes is a proven factor to increase transit ridership and improve mobility. The better this process works the more people can use it and increase their mobility options. The removal of transit vehicles stopping in the crosswalks will improve pedestrian access at the old location as well as the proposed new location. The elimination of transit vehicles parking in a through lane of traffic improves the safety, access and flow of the existing state facility. The installation of passenger amenities, such as shelters, is a big improvement over the current location that has only one shelter for all the routes. This project improves the overall attractiveness of a transit

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system that has already gone a long way in meeting the existing demand and capitalize on the growing use of public transportation in Josephine County.

**Safety and Public Health:** (max 4000 characters)

The proposed project improves one of the major transit points within the system by relocating it to a location better suited to transit, pedestrian, cyclist and automobile movements. It doesn't add transit service, in terms of overall revenue hours, but will allow for some service changes and time savings from more efficient route design. These changes are critical in providing more direct routing and faster service to areas of growing demand.

Transit vehicles will no longer have to share the limited space at the current stop and won't be competing for space with surrounding auto and freight traffic on Hwy 99. By having dedicated pullouts, routes will be able to safely exit and re-enter lanes of traffic. This also allows for easier passenger access by knowing where the routes are going to be. Knowing how the system works and where your bus is going to be is important to new users who may be apprehensive about missing their connections and being left behind.

The addition shelters for each route will attract more trips and future users by having enough space to safely and comfortably wait. Bicycle parking will be provided to further attract transit users. Currently there is no bike parking and if the vehicle bike racks are full the only choice is to wait for the next bus. Being able to safely leave your bike and access transit will better accommodate trips and improve the attractiveness of transit.

The addition of more lighting at the shelters and along walkways will improve the sense of safety and security for all transit users as well improve the visibility through the entire area.

**Accessibility and Mobility:** (max 4000 characters)

This project will provide for dedicated parking that will be used for a park and ride. A park and ride would support and expand access to all our services, but particularly the commuter routes. These are routes longer in distance and go to Cave Junction, Merlin, Hugo, Sunny Valley, Wolf Creek, Rogue River, Gold Hill and Medford. Routes run on Hwy 199, 99, and I-5. These longer trips being served by transit are complimentary to park and rides because people are driving into town, but don't feel comfortable driving the extended distances. There currently isn't a formal location acting in this capacity.

The project supplies a specific location for transit users and is designed to accommodate and enhance their transit use. It will also improve pedestrian safety by improving line of site and eliminate the vehicles stopping in cross walks.

The project will also attract current users of the demand response service to the transit system through the simplification of the transfer process by assuring they are not going to miss their connecting bus. It also will speed boarding times by reducing the distance needed to travel between vehicles.



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**10. Cross Modal Criteria**

Describe how the proposed project addresses the Cross Modal Criteria. For additional information on how to respond to these questions, please refer to the Guide for Completing Enhance Proposals (page 17-18), recognizing that all criteria may not be applicable.

**Economic Development:** (max 4000 characters)

The project doesn't improve transportation access, it improves a person's ability to utilize the existing transit system. It does that through the simplification of the transfer process, removing uncertainty on where the connecting bus is going to be and speeding up overall travel times through improved route efficiencies.

The project improves the operational capacity of the existing transit system, improves the safety of the exiting transit system for both vehicles and passengers. It also improves the operational function of the existing crosswalks, improves the safety of pedestrians crossing the intersection and reduces vehicle conflicts that result in vehicles stopping in a through lane of traffic. Removing vehicles from the through lane of traffic improves the efficiency and throughput of the existing transportation corridor at that location on Hwy 99.

By shortening the distance two routes need to travel to the existing site, their run times can be improved which will increase overall system wide on-time performance. The existing transit routes can be adjusted to improve overall connection rates, thus decreasing passenger travel times. Those time savings can then be invested to expand one route two miles further into an area of new higher density housing and future development.

**Social Benefits:** (max 4000 characters)

The project will improve the transfer process by automating where each route is pulling into, providing distinctive passenger amenities for each route and providing plenty of pedestrian space to board/deboarding at all locations. All of which improves the attractiveness of transit, thus further increasing its use.

Having distinct and separate locations for all routes increases the likelihood of future use and simplifies the transit for persons with disabilities. This would be achieved with the help of travel training and having the repetition of the same route pulling into the same location every single time.

The project also improves the safety of cyclists on the 6th street corridor by ensuring there are no vehicles stopping between on street parking and the moving lanes of traffic.

**Environmental Stewardship:** (max 4000 characters)

Transit raises the level of economic activity and prosperity at a fixed level of congestion. As a city moves to greater transit use, supported by walking and cycling, economic activity and prosperity can continue to grow while congestion remains constant. This project goes a long ways in promoting transit within the



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downtown with more convenient transfers and efficient use of park and ride spaces. A person can drive to the transit hub then utilize transit for convenient trips through the urbanized area.

**Safety:** (max 4000 characters)

The proposed project removes the conflict between pedestrians/transit vehicles and autos at the current site. It also reduces the conflict between transit vehicles and autos by not stopping in through lanes. Both of which will improve the throughput of the current facility that at this time is being reduced. It also improves conflict with cyclists by eliminating a narrow crossing area and will also remove vehicles from the bike lanes. All of the above will improve the overall safety for all modes. This project not only improves the existing facility for all modes, it provides an even better facility for transit use well into the future.

**Project Readiness:** (max 4000 characters)

The current land is owned by Josephine County and will be dedicated for transit use. The current land is vacant and has not been developed. The infrastructure needed to support a transit hub is in place. This includes connecting sidewalks, roadways, bike lanes and ingress/egress to the proposed location. Due to the proposed location and surrounding development the project should qualify for a categorical exclusion to extensive environmental review.

**Leverage:** (max 4000 characters)

The proposed project leverages Josephine County's investment in the land to further promote good transit service. The project can be phased if needed. And additional funding opportunities are being explored for potential funding partners for an early start of the project.

The project takes two lots of undeveloped land, in the downtown area, and improves them to a robust, functioning transit hub. It provides for a better start for transit/pedestrian trips throughout the downtown area.

Josephine County has purchased large heavy duty transit vehicles. These vehicles are 8 feet longer than the current fleet, which will only exacerbate the existing space issues. Additional vehicles of this size will continue to be purchased until the whole fleet is comprised of them. Having a new transit hub before the entire fleet is transitioned to the new vehicle type is critical.

**11. How is the proposed project consistent with adopted plans?**

(Plans may include, for example, transportation plans, mode plans such as bike/ped or transit plans, Statewide Transportation Strategy, economic development plans, comprehensive plans, corridor plans or facilities plans.)

Describe how the proposed project is consistent with adopted plans, why it is the right investment at this time, and how it meets the implementation objectives of the plan. List plans that include the project (with page numbers if possible or describe how the project meets the intent of the plan). (max 800 characters)

This project was included in the original Transit Feasibility Study conducted in 2000 and is mentioned

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numerous times as needed to accommodate system growth, depending on transit system design.

The need for improved passenger facilities is also included in The Transit - Human Services Coordination Plan, which specifically mentions stop improvements to accommodate growth. Since the JCT system doesn't operate out of a central hub, or traditional hub/spoke system there wouldn't be a specific mention of it in the Coordination Plan. The Coordination Plan was adopted in 2009 and hasn't been updated since then. The need for the center is also a safety issue due to pedestrian/vehicle conflicts and transit vehicle/vehicle conflicts at a specific stop downtown. The need to eliminate, or reduce this conflict is also well documented within the MRMPO STF/CMAQ project selection process.

The need to preserve and improve operations along all ODOT facilities is also addressed with this project. The current alignment of routes and location is creating vehicle/pedestrian/cyclist conflicts on Hwy 99. This project improves the mobility of all modes at this location.

**12. How is the proposed project consistent with Major Improvement Policies including [Oregon Transportation Plan Strategy 1.1.4](#)?**

Describe how the proposed project is consistent with OTP Strategy 1.1.4 and for highway projects, OHP Action 1G.1. If the project corresponds to a later priority in these strategies, describe how higher priority solutions have already been tried or why they are not applicable or appropriate to the location (max 400 characters).

Due to the rapid increase in ridership and utilization of the transit system, the existing transit hub is no longer able to accommodate demand for service, nor the vehicles required to provide it. The project will improve the efficiency of the transit system it will also restore the operational capacity of Hwy 99 along 6th Street at the current location.

**13. Timetable and Readiness Information**

Indicate anticipated timing for the following activities, as applicable. Provide a month and year, by activity.

Federal Fiscal Year Dates (phases must be within these time frames):

FFY19: October 2018 - September 2019

FFY20: October 2019 - September 2020

FFY21: October 2020 - September 2021

Anticipated or Actual Dates	Activity
October 2018	Desired STIP Funding Month/Year - <b>REQUIRED</b>
	Planning
November 2018	Preliminary engineering
	Right-of-way
November 2018	Utility Relocation

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Anticipated or Actual Dates	Activity
November 2018	Construction Contract Award
September 2019	Construction Complete
November 2018	Capital Equipment Purchase
	Operations/Service Purchase
	Other Major Milestone: <input type="text"/>
October 2019	Project Completion/End of Activities funded through this proposal - <b>REQUIRED</b>

**14. Estimated Project Costs**

Describe the level of scoping performed to arrive at the estimated costs and was the estimate information provided below reviewed by ODOT. Are contingencies included and, if so, how much? Are there scoping and cost estimate documents available on request?

List estimated costs for the various activities listed below, as applicable to proposed project and should reflect the cost of the project being developed using federal funds. Enter numbers only into the Estimated Cost column - the values will be automatically formatted.

Activity	Estimated Cost	Total
Non-construction (e.g. demand management, equipment purchase)	<input type="text"/>	
<i>Subtotal</i>		\$0.00
Planning	<input type="text"/>	
Preliminary engineering	<input type="text"/>	
Right-of-way	<input type="text"/>	
Utility Relocation	\$35,000.00	
Construction / Implementation	\$269,623.00	
Contract Administration & Construction Engineering	<input type="text"/>	
Passenger amenities and installation	\$213,400.00	
Construction of Customer Service / driver break facility	\$190,000.00	
<i>Subtotal</i>		\$708,023.00
<b>Total Eligible Project Costs</b>		\$708,023.00

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Activity	Estimated Cost	Total
Non-Eligible Costs (other project non-transportation expenditures, e.g. non-reimbursable utilities)		

**Note:** By submitting this proposal you are aware the project will be federalized and subject to federal requirements.

**15. Match Contributions**

List expected project participants and their contributions in the table below. Begin with the amount contributed by the Sponsor and include contributions from Project Co-Sponsor and other participants, if applicable. Sponsor and participant contributions must add to at least 10.27% of Total Transportation Project Costs. This is the amount of matching funds typically required for most federal funding programs. The specific amount of matching funds required for the proposed project may be more or less than 10.27%, depending on its funding eligibility. Specific match requirements will be determined during proposal review.

**Note:** The total project funds contribution must be at least: \$72,713.96

Participant Role	Participant Name	Project Funds Contribution
Sponsor - <b>REQUIRED</b>	Josephine County - land dedication for project site (estimated RMV)	\$111,940.00
Co-Sponsor		
Participant		
Participant		
<b>Total</b>		\$111,940.00

**16. Maps and Plans**

**Note:** Remember to upload any applicable maps and plans as **email attachments** when you submit your proposal. Do not embed maps/plans in this proposal form.

<input checked="" type="radio"/> Attached <input type="radio"/> Not Applicable	Vicinity map (may be inset on site map page) (8.5 x 11)
<input checked="" type="radio"/> Attached <input type="radio"/> Not Applicable	Site map/air photo (showing existing site) (8.5 x 11)
<input checked="" type="radio"/> Attached <input type="radio"/> Not Applicable	Site map (showing proposed construction area clearly marked) (8.5 x 11)
<input type="radio"/> Attached <input type="radio"/> Not Applicable	Typical cross section drawings (showing proposed construction funded by the requested funds clearly marked) (8.5 x 11)

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**17. Signature Authority Information**

The Authorizing Authority(s) identified below approves this proposal on behalf of the project proposer. The Authorizing Authority should have the authority to approve the implementation of the project or certify that the implementation of the project has been approved, if applicable. This authority is required if the proposal is for a project not within ODOT Right of Way.

Authorizing Authority (name):

- **REQUIRED**

Scott Chancey

Authorizing Authority (title):

- **REQUIRED**

Transit Program Supervisor

☒ Electronic transmittal was approved by the identified authorizing individual. No signature needed if checked.

Date: 11/20/2015

# Existing transfer point Anne Basker Auditorium





Second vehicle stopping in the crosswalk in order to clear  
parked car





## Two vehicles stopped and transferring passengers



Three vehicles in same location  
Due to parked car, third vehicle is in lane of traffic.





Three vehicles, two in crosswalk, one in travel lane, two adjacent lanes occupied



Impossible for drivers to see pedestrians. Last transit vehicle pulling closer to the curb. Why....?







## Overhead of existing location





Existing and proposed location – black line is Rt 20 route to the current location, which will be shortened to get to new location





Proposed access to new location – right in, right turn out



## Proposed transit hub site

